

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
HIGHWAYS

**LABOR COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY
COMPLIANCE REVIEW INSPECTION RECORD**

Name of Contractor: _____

Address of Contractor: _____

Project: _____

Prime Contractor Subcontractor

Records Inspection Date: _____ Time: _____

Participants: _____

Review of: Contractor Subcontractor Supplier Other

Location: Home Office Project Site

Type of Review: Initial Review Comprehensive Review Follow-up Review

1. WEEKLY PAYROLL RECORDS:

Spot check week ending: _____ Verification: _____ Date: _____

Employees Name	Classification	Deductions	Net Paid	Check No.	Date of Check	Remarks

Spot check week ending: _____ Verification: _____ Date: _____

Employees Name	Classification	Deductions	Net Paid	Check No.	Date of Check	Remarks

Comments:

Applicable	Checked	Included / Posted	2. SUBCONTRACTOR'S AGREEMENT (Contract with: _____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	a. Required Provisions for all Federal-Aid Construction Contracts (Form PR 1273) Included in Sub Agreements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	b. Federal Wage Rate Schedules Included?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	c. State Wage Rate Schedule Posted?

Comments:

Applicable	Checked	On File	3. APPRENTICE AGREEMENT OR STATEMENT OF REGISTRATION
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Apprentice Agreement or Statement of Registration On File?

Comments:

Applicable	Checked	Submitted	4. EQUAL EMPLOYMENT OPPORTUNITY - PR 1391 SUBMITTALS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PR 1391 Submitted Annually?

Comments:

Applicable	Checked	Posted	5. PROJECT BULLETIN BOARD
			a. Federal Law Posters to Be Posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1) Equal Employment Opportunity is the Law (EEOC-P/E-1 [rev 11/09])
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2) "EEO is the Law" Poster Supplement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3) Contractor's EEO Policy Statement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4) Contractor's Letter Appointing EEO Officer for Project
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5) Federal-Aid Project - False Statements Notice (FHWA Form-1022 [rev 5 2015]) Ensure that DOT and FHWA Agency Representatives' names and phone numbers are provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6) Employee Rights Under the Davis-Bacon Act
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7) Actual Federal Wage Rates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8) OSHA Job Safety and Health - It's the Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9) Employee Rights Under the Fair Labor Standards Act
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10) Employee Rights and Responsibilities Under the Family and Medical Leave Act
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11) Employee Polygraph Protection Act
			b. State Law Posters to Be Posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1) Disability Compensation Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2) Laws Prohibiting Employment Discrimination
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3) Occupational Safety and Health Laws
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4) Required Notice to Dislocated Workers/Plant Closings
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5) Unemployment Insurance Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6) Wage and Hour Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7) Minimum State Wage Rates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8) Whistleblower Protection Law
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9) Breastfeeding in the Workplace
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10) Act 245 - Human Trafficking

Comments:

Applicable	On File	6. AUTHORIZATIONS FOR DEDUCTION					
		Paystub Info for:		Verification of Employer Payment			
		Pay Period Ending:					
		Type of Deduction	Amount	Deduction Paid to	Check No.	Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>	Medical -					
<input type="checkbox"/>	<input type="checkbox"/>	Dental -					
<input type="checkbox"/>	<input type="checkbox"/>	Retirement -					
<input type="checkbox"/>	<input type="checkbox"/>	Credit Union -					
<input type="checkbox"/>	<input type="checkbox"/>	Garnishee -					
<input type="checkbox"/>	<input type="checkbox"/>	Union Dues -					
<input type="checkbox"/>	<input type="checkbox"/>	U.S. Savings Bond -					
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Comments:

Applicable	On File	AUTHORIZATIONS FOR DEDUCTION					
		Paystub Info for:		Verification of Employer Payment			
		Pay Period Ending:					
		Type of Deduction	Amount	Deduction Paid to	Check No.	Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>	Medical -					
<input type="checkbox"/>	<input type="checkbox"/>	Dental -					

<input type="checkbox"/>	<input type="checkbox"/>	Retirement -					
<input type="checkbox"/>	<input type="checkbox"/>	Credit Union -					
<input type="checkbox"/>	<input type="checkbox"/>	Garnishee -					
<input type="checkbox"/>	<input type="checkbox"/>	Union Dues -					
<input type="checkbox"/>	<input type="checkbox"/>	U.S. Savings Bond					
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Comments:

Applicable	On File	7. RESTITUTION DEDUCTIONS						
		From Paystub			Verification of Employer Payment			
		Name of Employee	Pay Period Ending Date	Amt. of Deduction	Check No.	Date	Amount	Remarks
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							
<input type="checkbox"/>	<input type="checkbox"/>							

Comments:

Applicable	On File	8. FRINGE BENEFITS					
		Paystub Info for:		Verification of Employer Payment			
		Pay Period Ending:					
		Classification / Type of Benefit	Hourly Fringe Rate	Benefit Paid to	Check No.	Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Comments:

Applicable	On File	FRINGE BENEFITS					
		Paystub Info for:		Verification of Employer Payment			
		Pay Period Ending:					
		Classification / Type of Benefit	Amount Paid Per Hour	Benefit Paid to	Check No.	Date	Amount
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>						

Comments:

Name of Project	Dollar Value	Begin Date	Completion Date	Peak Employment

Name(s) & Titles(s) of Project Officer(s):

Yes	No	Posted/ Verified	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A clear statement of policy signed by the chief executive officer has been adopted by company and distributed through all levels of the organization? Name & Title of Policy Officer:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. EEO Officer has been appointed? Name & Title of EEO Officer:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Employees have been notified to refer minority group and female job applicants?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Opportunities for training and promotion are made known to employees and job applicants?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Written Affirmative Action Program available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. EEO notices and posters are placed in areas readily accessible to employees, applicants for employment and potential employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Locations of posters and notices checked? • • • • •
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. What other methods are used to disperse EEO information (employee handbooks, newspapers, meetings, etc.) and how often?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. EEO meetings are held every 6 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Include supervisors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	• Include personnel staff?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. New supervisory and personnel staff indoctrinated within 30 days of hire?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Effort made to include minorities in top positions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Effort made to include women in top positions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Does your company have an internal training policy? If yes, who decides which employees should attend training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Does your company have a promotion policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Does your company have a demotion and/or termination policy?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Are you aware of the discrimination complaint procedure?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Does the complaint procedure allow for the filing of complaints with external enforcement agencies such as the U.S. Equal Employment Opportunity Commission or the Hawaii Civil Rights Commission?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18. What is the timeline for filing a discrimination complaint?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	19. Who conducts the investigations of discrimination complaints?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	20. Have you filed a complaint of discrimination? If yes, what was the outcome?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21. Is your company signatory to the union?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	22. Do the unions have exclusive referral rights?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	23. How are employees referred by the union?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	24. PR 1391 filed annually?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Training Special Provision forms have been submitted?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	25. PR 1273 and Specific EEO Responsibilities in contract?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • In subcontract?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • In purchase orders exceeding \$10,000 (PR 1273 only)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26. Are reasonable accommodations provided to employees and applicants for employment with disabilities?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	27. EEO Compliance of Subcontractors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Agreements with subcontractors, equipment lessors, suppliers include PR 1273 and EEO Specific Responsibility provisions?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • EEO notices, EEO policy, name, and phone number of company EEO Officer is posted for each subcontractor at project site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • EEO responsibilities are covered at preconstruction conference of contractors and subcontractors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Subcontractors have submitted PR 1391 reports and training forms?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> • Subcontractors, equipment lessors, and suppliers with contracts of \$50,000 or more in Federal-Aid work have adopted a written affirmative action plan?

28. List names and addresses of subcontractors, vendors, suppliers, etc; and the total employment and percent minorities (Black, Hispanic, Asian or Pacific Islander, American Indian, or Alaskan Native) for each.

29. Describe what action the contractor has taken to use minority and women-owned businesses as subcontractors and/or suppliers.

Prepared By: _____
 Construction/Resident Engineer: _____ (signed) Date: _____